

§ 301-71.1

Subpart C—Travel Claims for Reimbursement

- 301-71.200 Who must review and sign travel claims?
- 301-71.201 What are the reviewing official's responsibilities?
- 301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?
- 301-71.203 Who is responsible for the validity of the travel claim?
- 301-71.204 Within how many calendar days after the submission of a proper travel claim must we reimburse the employee's allowable expenses?
- 301-71.205 Under what circumstances may we disallow a claim for an expense?
- 301-71.206 What must we do if we disallow a travel claim?
- 301-71.207 What internal policies and procedures must we establish for travel reimbursement?
- 301-71.208 Within how many calendar days after submission of a proper travel claim must we notify the employee of any errors in the claim?
- 301-71.209 Must we pay a late payment fee if we fail to reimburse the employee within 30 calendar days after receipt of a proper travel claim?
- 301-71.210 How do we calculate late payment fees?
- 301-71.211 Is there a minimum amount the late payment fee must exceed before we will pay it?
- 301-71.212 Should we report late payment fees as wages on a Form W-2?
- 301-71.213 Is the additional fee, which is the equivalent to any late payment charge that the card contractor would have been able to charge had the employee not paid the bill, considered income?
- 301-71.214 Does mandatory use of the Government contractor-issued travel charge card change the employee's obligation to pay his/her travel card bill by the due date?

Subpart D—Accounting for Travel Advances

- 301-71.300 What is the policy governing the use of travel advances?
- 301-71.301 In situations where a lodging facility requires the payment of a deposit, may we reimburse an employee for an advance room deposit prior to the beginning of scheduled official travel?
- 301-71.302 For how long may we issue a travel advance?
- 301-71.303 What data must we capture in our travel advance accounting system?
- 301-71.304 Are we responsible for ensuring the collection of outstanding travel advances?

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- 301-71.305 When must an employee account for a travel advance?
- 301-71.306 Are there exceptions for collecting an advance at the time the employee files a travel claim?
- 301-71.307 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?
- 301-71.308 What should we do if the employee does not pay back a travel advance when the travel claim is filed?
- 301-71.309 What internal policies and procedures must we establish governing travel advances?

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Subpart A—General

§ 301-71.1 What is the purpose of an agency travel accounting system?

To:

- (a) Pay authorized and allowable travel expenses of employees;
- (b) Provide standard data necessary for the management of official travel; and
- (c) Ensure adequate accounting for all travel and transportation expenses for official travel.

§ 301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

The data elements are listed in appendix C of this chapter and must be on any travel claim form authorized for use by your employees.

§ 301-71.3 May we use electronic signatures on travel documents?

Yes, if you meet the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange.

Subpart B—Travel Authorization

§ 301-71.100 What is the purpose of the travel authorization process?

The purpose is to:

- (a) Provide the employee information regarding what expenses you will pay;